

## **CLASS TITLE: ASSISTANT DISTRICT RESOURCES MANAGER**

**Class Code: 02216200**

**Pay Grade: 16A**

**EO Code: B**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a District Resources Manager in supervising a large group of subordinates engaged in the maintenance and operation of various forest and fish and game conservation activities; to supervise the forest fire-fighting units and fire tower personnel; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a District Resources Manager on general and specific projects and programs; some latitude is allowed for exercise of initiative and judgement; work is reviewed usually upon completion and occasionally in process for results obtained.

**SUPERVISION EXERCISED:** Gives direct supervision to foremen on various construction and maintenance projects and to forest fire patrolmen on various assignments.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise the work of a large group of subordinates engaged in: a program of forest conservation involving boundary surveys, reforestation and other forest conservation activities; construction of forest roads and trails; release cutting and thinning activities; wood harvesting and lumbering operations; development and maintenance of recreation areas in state forest areas; and

a program of forest fire detection and suppression involving: forest fire-fighting, pre-suppression, and coordination of tower observers' reports and deployment of men and equipment to suppress the fire; assist in the execution of a fire control plan for assigned area; and

a program of fish and game management involving: construction and maintenance of fish and game developments such as: wildlife refuge areas, game food patches, marshland nesting and feeding stations, earthen dams with either steel or concrete water controls, boat launching ramps in both fresh and salt water areas, fish hatcheries, etc.

To construct small wooden bridges, parking areas, spillways, culverts and buildings from blueprints.

To operate a transit in establishing grades, elevations and levels for access roads, marshlands and drainage areas.

To schedule the employment of heavy motor equipment on various jobs and projects.

To represent the state at large forest fires in the area and take charge of the fire-fighting operations.

To supervise the erection, maintenance, dismantling and moving of steel lookout and radio communications towers.

To be responsible for the maintenance of all fire-fighting equipment and apparatus; tools, hose, and heavy and light motor equipment assigned to the area.

To enforce safety regulations and proper use of safety equipment and assist in training programs.

To prepare progress reports on the status of assigned projects.

To do related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the methods, techniques and materials used for forest fire-fighting; a working knowledge of the basic techniques of fish and game management; a working knowledge of forestry, soil and water management as related to wildlife habitat; a working knowledge of the methods and equipment employed in the maintenance of a forest and of a fish and game conservation program; the ability to use a transit to determine elevations and levels; the ability to read

simple construction blueprints; the ability to supervise subordinates engaged in construction tasks; the ability to prepare progress reports; the ability to establish and maintain good public relations; and related capacities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in one of the basic natural resources; and

Experience: Such as may have been gained through: employment in a position which involved supervising the work of subordinates engaged in a forest or fish and game conservation program; preferably, with some experience in directing forest fire-fighting operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 13, 1966

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